

**Subject:** Re: DRAFT Flyer for 12/14 Event

**From:** Joella Hopkins

**Date:** 12/9/2019, 3:22 PM

**To:** Leslie Thomas

**CC:** Linda Fisher <linda.fisher@lacity.org>, Patricia Delgado <trish.delgado@lacity.org>, Belinda Jackson <belinda.jackson@lacity.org>, Daniel Tarica <daniel.tarica@lacity.org>, Julie Welch <julie.welch@lacity.org>

Hi all. Let's schedule this event for 1/25.

RAP - can you please confirm that is ok. I'll begin to edit our event invites.

Leslie - who on your team will be taking your stead while you are out?

Best,

**Joella Hopkins**

DTLA Area Director & Strategic Media

Office of Councilmember José Huizar

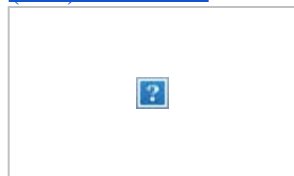
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City Hall

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[Los Angeles, CA 90012](#)

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On Fri, Dec 6, 2019 at 2:14 PM Leslie Thomas <[leslie.a.thomas@lacity.org](mailto:leslie.a.thomas@lacity.org)> wrote:

Joella et al:

I will be on vacation from December 16, 2019 - January 31, 2020. DCA will provide information regarding staff that will be working on this project in my absence, as soon as it becomes available.

Leslie

On Fri, Dec 6, 2019 at 12:30 PM Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:

Let's push til third week of January. I'll be circling back with everyone in the next week.

**Joella Hopkins**

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On Thu, Dec 5, 2019 at 1:35 PM Linda Fisher <[linda.fisher@lacity.org](mailto:linda.fisher@lacity.org)> wrote:

Hello all, I have checked the schedule and there are no permits at this moment for 2020. Looks like the calendar is wide open.

On Wed, Dec 4, 2019 at 10:14 PM Patricia Delgado <[trish.delgado@lacity.org](mailto:trish.delgado@lacity.org)> wrote:

Hi Joella,

I will have Linda check tomorrow to see what dates are available in January and respond back to everyone.

On Wed, Dec 4, 2019 at 6:32 PM Leslie Thomas <[leslie.a.thomas@lacity.org](mailto:leslie.a.thomas@lacity.org)> wrote:

I'm fine with that.

On Wed, Dec 4, 2019, 3:02 PM Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:

Hi everyone. I have been notified that since the holiday decor went up in the park that we have lost some spacing we wanted to use for the booths... With this being said I want to propose we push the event til mid-January to allow for us to utilize the space.

Please advise on everyone's thoughts asap.

Best,

**Joella Hopkins**

DTLA Area Director & Strategic Media

Office of Councilmember José Huizar

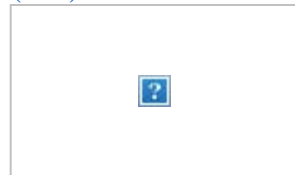
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On Tue, Dec 3, 2019 at 6:05 PM Belinda Jackson <[belinda.jackson@lacity.org](mailto:belinda.jackson@lacity.org)> wrote:

Thanks Trish for following up. Joella we can post signs a few days before the event.

Sent from my iPhone

On Dec 3, 2019, at 8:31 PM, Patricia Delgado <[trish.delgado@lacity.org](mailto:trish.delgado@lacity.org)> wrote:

Hi Joella,

Belinda is on vacation through December 5. I am looping in Recreation Supervisor Linda Fisher on the email and removing David Johnson from the email. Linda and I can join in on a phone call at 3:30 pm tomorrow to go over the event details. Let us know.

Thanks,  
Trish

On Tue, Dec 3, 2019 at 5:28 PM Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:  
Hi everyone. Circling back on the below.

1) I have ordered the following rentals for the event. We need to circle back re generator / sound equipment.

- (1) 10 x 10 canopy for information/check-in
- five (5) 10 x 10 canopies for arts and crafts activities
- two (2) 10 x 10 booths for the caterer.
- fifteen (15) 6" tables are needed.
- 100 folding chairs are needed.

2) Belinda - Can we post signage about the park being closed ahead of time? Also, I just wanted to confirm we already have the Park cleaning scheduled.

- Any holiday decor planned?

3) Leslie - Can you please provide a list / outline of the activities planned.

4) Can we have a call tomorrow to touch base and ensure we have everything in line or being worked on? Can I suggest 330 or 4pm?

Thank you.

**Joella Hopkins**

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On Mon, Nov 25, 2019 at 5:35 PM Leslie Thomas <[leslie.a.thomas@lacity.org](mailto:leslie.a.thomas@lacity.org)> wrote:

All:

I would like to thank David Johnson (RAP) for taking time away from his busy

schedule to meet me at San Julian Park last Friday. The following suggestions/recommendations are a result of that site visit and walk- through:

1. Currently, the intersection of San Pedro and E. 5th Street (which is one-way going west) is closed off to traffic due to road construction. As a result, it is recommended that load-ins and drop-offs take place on San Julian.
2. Clean-up of the park should begin when park is closed on Friday evening (12/13), and remain closed to the public (with ample security presence) for the duration of all pre-event, event, and post-event activities (including load-out). This is very important for the safety and success of the event.
3. There is room for approximately one (1) 10 x 10 canopy for information/check-in, five (5) 10 x 10 canopies for arts and crafts activities, and two (2) 10 x 10 booths for the caterer. The gazebos can be used for eating, etc. The toy giveaway can take place on the stage.
4. Approximately fifteen (15) 6" tables are needed.
5. Approximately 75 - 100 folding chairs are needed.
6. I am in conversation with the caterer (Ghetto Kitchen has been highly recommended) regarding box lunches as opposed to on-site cooking. A generator might be needed.
7. Sound equipment? Let's discuss.
8. Lastly, on the date of our site visit (Friday, November 22 around 10:30 am) the park was full. Hopefully, there will be some outreach to key persons in the community that assemble and congregate in the park, about the event; and to solicit their assistance and cooperation to insure its success.

More information on activities, etc. will be forthcoming after the Thanksgiving Holiday.

Have a wonderful and safe Thanksgiving holiday.

Leslie

On Fri, Nov 22, 2019 at 3:03 PM Leslie Thomas <[leslie.a.thomas@lacity.org](mailto:leslie.a.thomas@lacity.org)> wrote:  
Joella:

They look fine to me. NOTE: You need to change "A.M." to "P.M." on the 12:30 flyer.

Had a walk through this morning with rep from Rec. and Parks; more information forthcoming.

Leslie

On Fri, Nov 22, 2019, 2:10 PM Joella Hopkins <[joella.hopkins@lacity.org](mailto:joella.hopkins@lacity.org)> wrote:  
Please see link for the draft flyer. Thoughts?

[https://www.dropbox.com/sh/h7e3fnmd7lr8zt9/AACLFLX55d6SMu3GDM8AMl\\_ha?](https://www.dropbox.com/sh/h7e3fnmd7lr8zt9/AACLFLX55d6SMu3GDM8AMl_ha?)

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Best,

**Joella Hopkins**

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MAIL STOP 380

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Trish Delgado  
Principal Recreation Supervisor I  
EXPO Center

**PARK PROUD LA**

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**Linda Fisher**  
**Recreation Supervisor**  
**Pershing Square**

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**Park Proud LA**



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